



SPORTSPLEX

GENERAL AND EXTENDED RESERVATION GUIDELINES

2425 SPORTS PARKWAY

MATTHEWS, NC 28105

980-314-7539

Facility Contacts

Facility Manager II

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Facility Manager I

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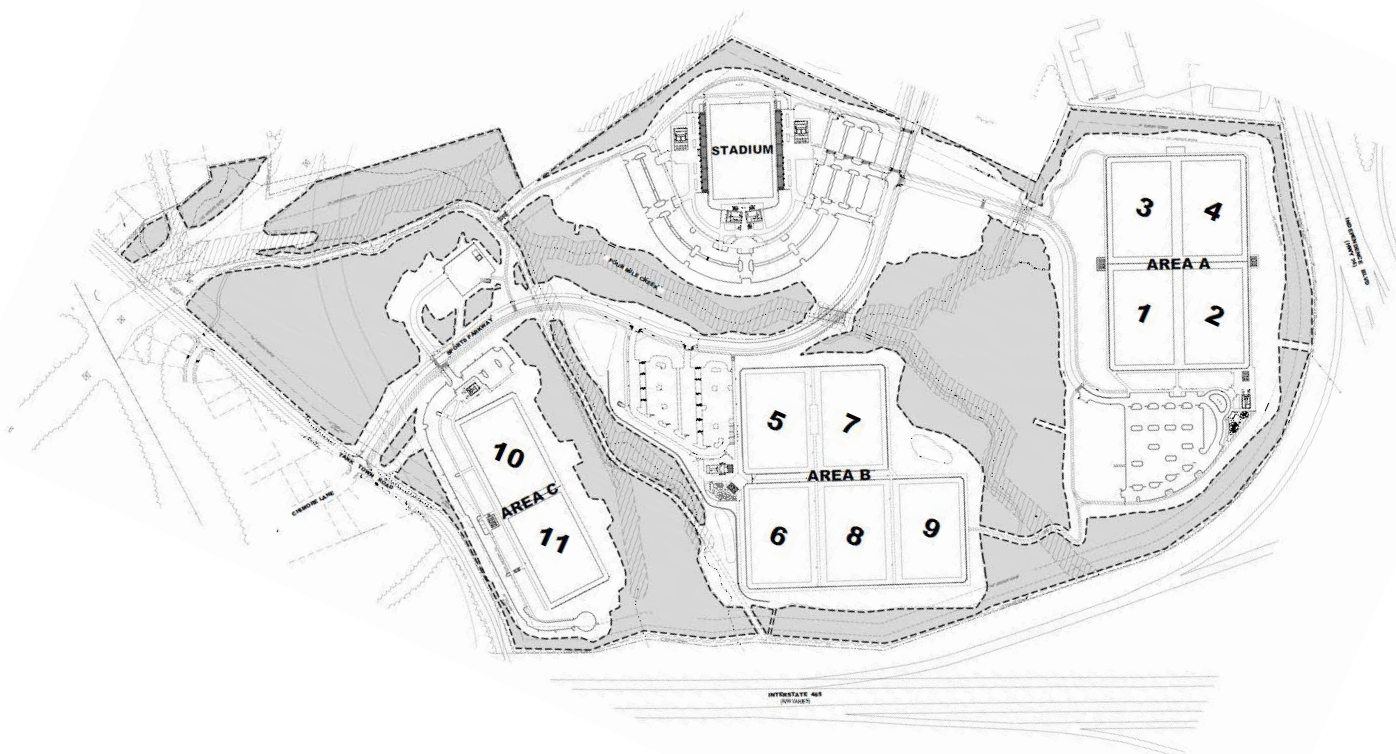
Administrative Support Assistant III

Brandi Harrison

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Facility Layout



Facility Information

The Sportsplex has eleven multiuse fields featuring permanent lighting. Nine fields are synthetic turf and two fields are natural grass. Two fields have been installed with Football goal posts. All fields are permanently lined for soccer and can be temporarily lined for other sports upon request, including lacrosse, football, field hockey, and rugby.

Facility Rental Pricing

	County Resident	Non-Resident
Field Rental Per Hour	\$42	\$65
Field Lights Per Hour	\$30	\$45

General Reservation Policies

- Requests for one-time reservations must be made at least 48 hours in advance for weekday reservations and at least 72 hours in advance for weekend reservations.
- Any changes to field reservations, excluding cancellations, must occur at least 7 days in advance of the proposed date change, and an opportunity to reschedule will be provided. All requests for changes must be communicated in writing to the Sportsplex staff.
- All cancellation requests must be submitted in writing to the Sportsplex staff.
- There will be NO refund if a cancellation is made less than 30 days prior to the rental date.
- A refund less a 10% service charge will be approved if a cancellation is made at least 30 days prior to the rental date.

Extended Reservation Policies (20 or More Reservations)

- Requests for multiple reservations are accepted during two periods each year: April 1st to 15th for events taking place from July through December, and October 1st to 15th for events taking place from January through June.
- Organizations are provided one opportunity to make modifications to their original request without being penalized.
- Modification requests must be submitted in writing at least 14 days prior to the start date of their season.
- Any modifications made within 14 days of the start date are referred to the 30-day cancellation policy.
 - There will be NO refund if a cancellation is made less than 30 days prior to the rental date.
- Requests to extend reservations or add dates are based on availability.



Payment Options

- One-Time Reservation payments under \$1,000 are due at the time of reservation over the phone with a debit or credit card
- Extended Reservation payments are broken down into monthly payments and are due on the 25th of every month
 - Payment Option #1
 - We store the organization's credit card securely through our reservation software to allow for timely payments and less paperwork for both parties
 - We will charge your credit card once we receive confirmation from the authorized agent
 - If you have not already done so, please sign and return the Credit Card Authorization Form
 - Payment Option #2
 - Pay with cash or check at the Parks and Recreation Administrative Office AOB (5841 Brookshire Blvd Charlotte, NC 28216)
 - The office is open Mon-Fri 8am-5pm
 - Make all checks out to Mecklenburg County Park and Recreation and list your permit number on the memo line
 - Payment Option #3
 - We store the organization's credit card securely through our reservation software
 - Monthly payments are automatically made on the 25th of each month
 - If you have not already done so, please sign and return the Automated Credit Card Payment Authorization Form

Insurance Requirements

- **Commercial General Liability Insurance**
 - A minimum of \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.
 - "Mecklenburg County C/O Mecklenburg County Park and Recreation Dept" 5841 Brookshire Blvd. Charlotte, NC 2816 or "Mecklenburg County" 600 E. Fourth St. Charlotte, NC 28202 shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this Agreement.

Rules and Regulations for Athletic Fields

- Goals must be anchored at all times.
- No painting or marking of fields in any manner is permitted. All painting and marking must be



done by the Sportsplex staff.

- Any equipment needed for an event beyond goals, netting, goal posts, and sideline benches must be provided by the contracted teams and/or organizations. The use of additional equipment requires approval.
- No vehicles permitted on athletic fields.
- No animals permitted on athletic fields or inside the fence of the field.
- No stakes may be driven into the field.
- Amplified sound and/or inflatable equipment is not permitted without approval, appropriate permitting and insurance.
- No smoking, tobacco products, or food are allowed on the playing fields.
- No alcoholic beverages are allowed.
- The charging of admission or the sale of food or merchandise is not permitted without approval through the application process.
- The usage of drones is prohibited during events at the Sportsplex.
- The Sportsplex allows video streaming of athletic contests based upon the request of the contract signee. All necessary video and streaming equipment must be provided from the team or team representatives.
- Temporary signage displayed during events must be approved. Signage must not alter or damage property and must be removed following the event.
- Any property damage to the facility will be the responsibility of the lessee and payable to the Mecklenburg County Park and Recreation Department.

Inclement Weather Policy

- The Sportsplex staff reserves the right to close a facility in the event of inclement weather.
- In the case of inclement weather, the Sportsplex will reschedule the event for another time or facility if available (of equal or lesser value).
- Inclement weather rescheduling must be done within 7 business days AFTER the event.
- Refunds will not be given in the event of inclement weather.

